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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 23 FEBRUARY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

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II. Items/Events of Major Interest:

1. Snow Removal Equipment: New clutches have been installed in the small four wheel drive vehicle with snow plow and the International dump truck with snow plow. The Motor Pool also installed a new alternator in a GSA Full Track snow removal vehicle.

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2. Transportation for Former DCI: is providing chauffeuring service for Mr. John McCone, former Director of Central Intelligence, while he is visiting the Agency.

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5. LIMS: On 17 February 1983, Building Services Branch moved fifteen work stations from the third to the second floor,

6. OCR: In connection with the SAFE Project, it is estimated that 100 work stations will be moved. The Map Library and other components are involved in this move from the GH to the GE and GF corridors. The move started on 15 February and the expected completion date is the week of 28 February 1983.

7. Safe Inventory: An inventory of safes is being performed by the Agency RMO's. To date thirty-two of the forty-one RMO's have forwarded their safe inventory to BSB. They are input to the system as they are received. The DCI has a total of 839 safes - all have been input and pending proofreading prior to finalizing.

9. Relocation of OF/CSAD: Drawings are complete to relocate OF/CSAD. The drawings and contract were delivered on 22 February 1983 to the Property Manager of for signature for bid acceptance.

10. Building: The reception area of Building is being renovated and will be complete by the end of this week.

11. Gymnasium Showers in Headquarters Building: from the Office of Personnel has accepted the responsibility for checking the gymnasium showers twice a day for hot water. SM&FB will check the showers in the absence of the gymnasium custodian.

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25X1 12. [] Building: On 17 February 1983, the Logistics
Officer, OD&E, reported a ceiling leak in the OD&E Congerence
25X1 Room. [] was immediately notified but they
advised they could not repair it until 22 February. At approx-
25X1 imately 0630 hours, 22 February, [] Maintenance Man
25X1 [] arrived at [] and repaired the leak.
By 0930 hours, the conference room was complete cleaned and
25X1 ready for use. []

III. Significant Events Anticipated During the Coming Week:

No items this reporting period.

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Chief
Logistics Services Division

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